

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b>				1. REQUISITION NUMBER REQ-2400-05-0025		PAGE OF 1   2	
2. CONTRACT NO. GS-35F-0195J		3. AWARD/ EFFECTIVE DATE 07/21/2005		4. ORDER NUMBER CPSC-F-05-0026		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME William Graves		b. TELEPHONE NUMBER (No collect calls) 301-504-7045		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS NAICS: 423430 <input type="checkbox"/> HUBZONE SMALL BUSINESS SIZE STANDARD: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 100 <input type="checkbox"/> 8(A)			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/> 13a.		13b. RATING	
15. DELIVER TO CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF TECHNOLOGY SERVICES 4330 EASTWEST HIGHWAY ROOM 506 BETHESDA MD 20814				16. ADMINISTERED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814			
17a. CONTRACTOR/OFFEROR CDW GOVERNMENT ATTN AMELIE KIDD 230 N MILWAUKEE AVE VERNON HILLS IL 60061-1577		18a. PAYMENT WILL BE MADE BY CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY, ROOM 522 BETHESDA MD 20814					
TELEPHONE NO. (800) 808-4239							
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Tax ID Number: 364230110 DUNS Number: 026157235 THE CONTRACTOR SHALL PROVIDE THE FOLLOWING PRODUCTS SUPPLIES AS STATED ON PAGE 2:  THE CPSC PROJECT OFFICER IS LOGAN BURT AT (301) 504-7008  DELIVERY: 5 DAYS AFTER RECEIPT OF ORDER  REFERENCE YOUR GSA FSS GS-35F-0195J (Use Reverse and/or Attach Additional Sheets as Necessary)						
25. ACCOUNTING AND APPROPRIATION DATA 05-PS-EXOB-2400-99948-312F						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$14,100.00	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF. XA49950 OFFER DATED 06/29/2005. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: BACKUP EXEC WIN SVR			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Joyce M. Lawn</i>			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Joyce M. Lawn		31c. DATE SIGNED 7-21-05	

QTY	ITEM	DESCRIPTION /MFG. PART NUMBER	UNIT PRICE	EXT. PRICE
1	729941	VER LE B/U 10 WIN SRV CMB 1Y CUP VLE-S130258-OLEU42 Contract: GSA SCHEDULE GS-35F-0195J	353.00	353.00
11	735132	VER LE B/U 10 WIN OFO CMB 1Y VLE-S131208-OLE000 Contract: GSA SCHEDULE GS-35F-0195J	500.00	5500.00
1	735134	VER LE B/U 10 WIN IDR OPT CMB 1Y CUP VLE-S131248-OLEU42 Contract: GSA SCHEDULE GS-35F-0195J	297.00	297.00
2	735139	VER LE B/U 10 WIN LIB OPT CMB 1Y VLE-S131258-OLE000 Contract: GSA SCHEDULE GS-35F-0195J	555.00	1110.00
1	735144	VER LE B/U 10 WIN EXCH AGT CMB 1Y CU VLE-S131278-OLEU42 Contract: GSA SCHEDULE GS-35F-0195J	327.00	327.00
1	735148	VER LE B/U 10 WIN SHARE AGT CMB 1Y VLE-S131288-OLE000 Contract: GSA SCHEDULE GS-35F-0195J	555.00	555.00
4	735151	VER LE B/U 10 WIN SQL AGT CMB 1Y VLE-S131298-OLE000 Contract: GSA SCHEDULE GS-35F-0195J	558.00	2232.00
3	735154	VER LE B/U 10 WIN ORC AGT CMB 1Y VLE-S131308-OLE000 Contract: GSA SCHEDULE	560.00	1680.00
14	735155	VER LE B/U 10 WIN REM AGT CMB 1Y CUP VLE-S131338-OLEU42 Contract: GSA SCHEDULE GS-35F-0195J	97.00	1358.00
4	735157	VER LE B/U 10 WIN REM AGT CMB 1Y VLE-S131338-OLE000 Contract: GSA SCHEDULE GS-35F-0195J	165.00	660.00
1	736174	VER B/U 10 WIN MEDIA VRI-N130348 Contract: GSA SCHEDULE GS-35F-0195J	28.00	28.00

## **52.0000-4004A CONTRACTOR'S NOTE**

Deliveries and/or shipments shall not be left at the Loading Dock. All deliveries shall be considered "inside deliveries" to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

### **ATTENTION GOVERNMENT VENDOR**

#### **A. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:**

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact Mr. Arliss Butler, Shipping and Receiving Coordinator at (240) 882-6386 or Mr. Ray Garcia, Property Management Officer at (301) 504-7113, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

#### **LOADING DOCK HOURS OF OPERATION:**

9:00a.m. to 11:00a.m. or 1:30p.m. to 4:00p.m.  
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Administrative Services (301) 504-7085  
Procurement Services (301) 504-7045

**Upon arrival, the driver should use the intercom box at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.**

#### **B. DELIVERY INSTRUCTION FOR SMALL ITEMS**

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4<sup>th</sup> floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 516. After delivery, delivery personnel shall promptly depart the building.

#### **MAIL ROOM HOURS OF OPERATION:**

Monday through Friday (except holidays) – 7:30a.m. to 5:00p.m.

### C. BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).
2. Taxpayer Identification Number (TIN).
3. Invoice date (use of invoice number in addition to invoice date is prudent but not required).
4. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.
5. Description, price and quantity of goods or services actually delivered or renders.
6. Shipping cost terms (if applicable).
7. Payments terms.

All vendors please include the following information when invoicing for payment: ACH Vendor Information which includes the :  
Financial Institution, routing transit number, and depositor account number. In addition please specify whether account is a checking account or savings account.

8. Other substantiating documentation or information as specified in the contract or purchase order.
9. Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

Accounting Officer  
Div. of Financial Services, Room 522  
U.S. Consumer Product Safety Commission  
Washington, D.C. 20207-9910

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

**D. PAYMENT**

Payment will be made as close as possible to, but not later than, the 30<sup>th</sup> day after receipt of a proper invoice as defined in "Billing Instructions," except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to the Accounting Officer on (301) 504-7172 at the following address:

Accounting Officer  
Div. of Financial Services, Room 522  
U.S. Consumer Product Safety Commission  
Washington, D.C. 20207-9910

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial Services at the same address (above).

**E. INSPECTION & ACCEPTANCE PERIOD**

The Commission at the destination point within three (3) working days after the date of receipt shall inspect all materials/services. The CPSC contact person will transmit disapproval, if appropriate.

**F. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER**

CONTACT: William Graves @ (301) 504-7045 .

## **PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES**

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347). The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

### **PROPERTY/EQUIPMENT PURCHASES**

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Rey Garcia) in the Administration Services Branch (Room 520). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.